

## **ICCW HISTORICAL REVIEW**

### **1977**

- Governor Tom Judge established ICCW by signing an Executive Order
- Established four task forces:
  - Affirmative Action
  - Career Development
  - Day Care
  - Internal Promotion.
  - Began working on a training needs assessment survey to be distributed to women
- Presented an Affirmative Action report to the Governor.

### **1978**

- Insured that all departments had affirmative action plans and that more publicity was given contents of the plans to employees.
- Determined that a day care program for the preschool children of working mothers is a major problem to women state employees. Worked with the 4C's on a day care survey.
- Sponsored a "Fact Sheet" on state personnel policies and distributed it to state employees.
- Appeared on the Women's Bureau TV program.
- Determined that less than 1 5% of the policymaking positions were held by women. Supported the "Management Intern Program."
- Conducted a training survey: respondents indicated an overall desire to develop their management skills, office management and mid management, as well as to be trained in such areas as career planning, assertiveness and EEC protection.
- Found a need for more information about women employed by government and subsequently assisted in the preparation of a grant request to the Department of Labor for research assistance. A major element of that research was to focus on the employment service, its recruitment and screening processes.
- Representative served on the Management Intern Program Selection Committee.

### **1979**

- Printed a fact sheet on resources and training opportunities and distributed it to all state employees.
- Recommended to the Governor the inclusion in the budget of the sliding scale day care program as a means of providing stability to state employees with young children.
- Supported the Management Intern Program.

- Recommended to the Governor that the Personnel Division give more attention to training and career development being carried out by each department.
- Helped study the potential of a talent bank for women with the Job Service.
- Helped design the surveys distributed by the Department of Labor on the job service, the Women's Bureau and on women and employment in Montana.
- Encouraged departments to form their own women's groups. Four departments did so.
- Evaluated the Helena Chamber of Commerce study on state employees' salaries.
- Sponsored a Brown Bag series. Topics included: the Legislative Process; Women's Issues in the Legislature; Lobbying the Legislature; and Dress for Success.
- Established the goal to achieve 25% of management positions for women by 1980.
- Representatives served as an ex officio member of the State Employees Group Benefits
- Advisory Council (SEGBAC).

## **1980**

- Testified on the personnel policies regarding compensatory and overtime pay.
- Recommendations were accepted.
- ICCW representative was appointed to serve ex officio on the State Employees Group Benefits Advisory Council.
- Representative served on the Affirmative Action Guidelines Advisory Council.
- Established a task force to review the revision in the Merit System rules.
- Commented on the Personnel Division proposal on Employee Performance Appraisal System.
- Encouraged the development of a statewide training policy for state employees.
- Sponsored the following programs:
  - Sexual Harassment On the Job
  - Coping with Job Stress and Burn-Out
  - Career Planning
  - The Working Woman at Mid-Life
  - Coping with Christmas at Home and On the Job
  - How and When to Use Credit
  - Financial Language Made Easy
  - Who is a Success
  - Self-Defense

## **1981**

- Governor Ted Schwinden signed a new Executive Order.
- Three committees were established:
  - Brown Bag Programs
  - Personnel and Relations Study Committee
  - Personnel Policy Review Committee
- Only one meeting was held that year.

## **1982**

- The status of each department's Affirmative Action Plan was reviewed.
- Worked on the Veteran's Preference Policy.
- Involved in the State's insurance negotiations.
- Reviewed and commented on the following personnel policies:
  - Employee compensation
  - Grievance procedures
  - Recruitment and selection
  - Reduction in work force
  - Education and training
  - Pay scale and job classification
  - Management training
  - Orientation and exit interviews
  - Performance appraisals
- Sponsored a Brown Bag series on the following topics:
  - Investments for Women
  - Getting the Most Nutrition for Your Money
  - Vacationing in Montana; Sexual Abuse of Children
  - Self-Defense for Women.

## **1983**

- Provided comments to the Department of Administrations Personnel Division on the following policies: Alternate Work Schedules; Discipline Handling; Performance Appraisal; and Grievance Procedures.
- Worked with the Department of Administration on the Comparable Worth Study including having a representative appointed to the committee.
- Testified on Veteran's Preference.
- Supported having the state's dental coverage remain at allowing two exams per year.
- Worked on a department-wide training policy.
- Began work on developing a series of classes to be offered to all state employees.
- Legislative session activity:
  - SB377 Veteran's Preference; Supported
  - HB749 Job Sharing; Supported
  - HB309 Uniform Grievance; Supported

- HB754 Maternity Leave; Supported
  - S8425 Comparable Worth; Supported
- Representative served on the Enhancement Project Advisory Council and the Employment Preference Information Committee.

## **1984**

- Testified during special legislative session on Veteran's Preference.
- Worked on the Comparable Worth/Enhancement project with the Dept. of Administration.
- Had a representative on the Department of Administrations Veteran's Preference Committee.
- Sponsored a series of classes titled "Women in State Government" for all state employees.
- Successfully reestablished three departmental women's groups.
- Polled each agency's women on what they perceived to be important issues in state government. The top issues were:
  - Education and Training
  - Day Care
  - Upward Mobility
  - State Insurance Coverage
  - Legislation
  - Department of Administrations Personnel Policies
- Distributed a training survey.
- Testified on the following Department of Administration policies:
  - Discipline Handling
  - Moving and Relocation
  - Selection and Recruitment
  - EEO and Affirmative Action
  - Annual Leave
  - Comparable Worth and Enhancement Project

## **1985**

- Distributed a statewide insurance survey. Received a 50% return on the survey. Results were presented to the State Employees Group Benefits Advisory Council.
- Representative was appointed to the State Employees Group Benefits Advisory Council.
- Compiled the results of the previous years training survey. Top interests were:
  - Communication Effectiveness
  - Resume Writing
  - Women in Management for Non Managers
  - Stress
- Sponsored a class on office automation for all state employees.
- Supported the concept of comparable worth.

- Representative was appointed to the Maternity and Disability Leave Advisory Council.
- Developed Procedural Guidelines for ICCW.
- Testified on the following Department of Administration policies:
  - Vacation Leave
  - Sick Leave
  - Probation
  - Incentive Awards.
- Legislative session activity:
  - HB237 Retaliation; Supported
  - SB123 Employee Incentive Awards; Supported
  - SB247 PERS Taken Out Before Taxes; Supported
  - SB195 25 Year State Employee Retirement; Supported
  - HB153 Job Sharing; Supported
  - HB500 Commerce Business Specialist; Supported
  - HB71 8 Grievance Procedures; Supported
  - HB550 Sick Leave Bank; Supported
  - HB814 Women's Bureau; Supported
  - HB774 Determining Years of Service; Supported
  - HB473 Veteran's Preference; Opposed
  - SB176 Consolidation of February Holidays; Opposed

## **1986**

- Compiled a historical paper on ICCW.
- Compiled and distributed to Helena based state employees a Helena area Training Resource list.
- Distributed a list of Helena area training resources to each agency personnel director.
- Sponsored a Brown Bag series on day care. Topics included:
  - Day Care and the Young Child
  - Alternatives for the Older Child
  - Community Child Care Resources
- Strategies:
  - Where Do We Go from Here?
- Testified on the following Department of Administration policies:
  - Sick Leave Bank
  - 1986 Affirmative Action and the Maternity and Disability Leave Policy
- Evaluated the purpose of ICCW and prepared a summary document that was presented to the Governor.
- Prepared an ICCW final report on the Child Care Survey.
- Participated on the Child Care Team and collected resource information on Child Care issues.
- Placed posters in each state agency to provide information regarding Child Care resources.

## 1987

- Collected and reviewed each agency's Performance Appraisal Policy and Guidelines.
- Collected each agency's Work Place Smoking Policy for Reference.
- Distributed an ICCW newsletter.
- Adopted a policy allowing State Personnel to administer ICCW funds obtained from the Suit Yourself Training Series.
- Sponsored the first Suit Yourself Training Series (6 classes). The series was established in order to provide quality training, at an affordable price, for all state employees.
- Legislative session activity:
  - HB466 Veterans' Preference, Opposed
  - H838 Veterans' Preference, Opposed
  - SB334 Veterans' Preference, Opposed
  - SB334 Reducing State Office Hours, Opposed
  - S8149 25 Year Retirement, Opposed (Submitted written statement encouraging the House of Representatives to uphold the Governor's veto of the bill)
- Donated \$100 to purchase a tree for the State Capitol Complex.
- Sponsored a summer Brown Bag series on PERS benefits.

## 1988

- Sponsored a Brown Bag series on Child Care.
- Sponsored a Suite Yourself Training Series (5 classes).
- Distributed an ICCW newsletter.
- Organized a voter registration drive within state agencies 217 voter registration cards were completed and turned in.
- Distributed 10000 child care surveys to state employees and received 6,000 responses.
- Compiled the results of the child care survey and reported that the majority of respondents felt that the state should support child care in the community vs. a system provided by state government. Concerns included the cost of initial start up and the potential harm to private child care providers arising from the added competition from the state. It was noted that St. Peter's Hospital committed to building a center on the hospital's campus for 130 children.
- Submitted Child Care Report to Governor Schwinden.
- Sponsored Brown Bag series:
  - How to Lobby
  - How to Track a Bill
  - How to Make Your Views on Legislation Known
  - Child Care Legislation
  - Early Retirement Legislation
  - Pay Plan Legislation

## **1989**

- Governor Stan Stephens signed a new Executive Order, including an updated and stronger goal statement, "The purpose of ICCW is to promote the full participation of women at all levels of state government."
- Established goals and objectives to improve the effectiveness of ICCW.
- Representative participated on the State Employee Compensation Committee which reviewed the state employee pay plan and conducted a salary survey.
- Sponsored a Suit Yourself Training Series (6 classes)
- Legislative session activity:
  - HB200 Montana Child Care Act; Supported
  - SB282 Tax Credit for Dependent Care Assistance; Supported
  - SB58 Sunset Provisions for Sick Leave Fund; Supported
  - SB405 Payroll Tax; Opposed
  - SB210 Nepotism; Monitored
  - HB89 Unified Retirement System; Monitored
  - HB234 Public Employee's Retirement System; Monitored
  - HB353 Committee on State Employee Compensation; Monitored
  - SB648 Pay Plan; Monitored
  - SB152 Pay Plan; Monitored
  - SB165 Deputy Directors and Division Administrators Serve at the Pleasure of Department Heads; Monitored
  - SB700 Veterans' Preference; Encouraged Amendment
- Submitted names of individuals to serve on boards in the event of a vacancy to the Governor.
- Representative attended 'Montana Alliance for Better Child Care.'

## **1990**

- Organized a voter registration drive within state agencies 109 voter registration cards were completed and turned in.
- Formalized the ICCW phone tree.
- A representative attended Women in Employment Advisory Council meeting.
- Sponsored a Suit Yourself Training Series (6 classes).
- Assisted State Employee Group Benefits Advisory Council in conducting a survey on health care.
- Distributed an ICCW newsletter.
- Responded to issues identified from responses to the newsletter.
- Testified to the Committee on State Employee Compensation to encourage them to develop recommendations for a compensation plan that will allow for adequate pay and benefits to all state employees.

## **1991**

- Sponsored a Suit Yourself Training Series (8 classes).

- Co-Sponsored an insurance survey with the Montana Public Employees' Association (MPEA) concerning state employee preference on insurance coverage and options.
- Legislative session activity:
  - HB424 Gender Balancing State Boards, Supported
  - HB333 Prohibit Sex Discrimination as a Result of Pregnancy, Childbirth, and Related Medical Conditions, Supported
  - HB758 Parental Leave for Natural Fathers and Adoptive Parents, Supported
  - H8509 Pay Plan, Monitored
  - HB259 Pay Plan, Monitored
  - HB514 Pay Plan, Monitored
- Organized and implemented a method of storing ICCW records at the Historical Society.
- Sponsored a Brown Bag series on the Pay Plan bills (HB509, HB259 and HB514).

## **1992**

- Representative attended a conference on Women's Issues presented by the Montana Women's Lobby.
- Amended ICCW's Procedural Guidelines. They are now referred to as By-laws.
- Elected officers for the first time.
- Two representatives attended "Lobbying and the Art of Persuasion" presented by the Montana Association of Female Executives (MAFE).
- Organized a voter registration drive within state agencies 158 voter registration cards were completed and turned in.
- Sponsored a Suit Yourself Training Series (5 classes).
- Sponsored, organized and presented a Gubernatorial Candidates' forum for state employees.
- Two representatives attended the "Governor's Forum on Women's Issues."
- Special Session (2) Legislative activity:
  - SB3 Reduction of State Employees' Work Time and Pay to 4 Days Per Week, Opposed
  - HB5 Eliminate Deputy Directors and Assistant Administrators, Monitored
  - SB6 Financial Incentive to Reduce State Agency Bureaucracy, Monitored
  - SB7 Reduction in State Agency Central Office Administrative Personnel, Monitored
  - HB56 Eliminated the Professional Development Center, Monitored

## **1993**

- Governor Marc Racicot signed a new Executive Order.
- Cosponsored a Brown Bag series on Image.



- Created an Information Packet to be distributed to each agency director and new ICCW representatives.
- Legislative session activity:
  - HB522 State Employee Protection Act, Supported
  - SB217, SB150, HB228, HB614, HB335, HB482, SB392 Child Support Enforcement Bills, Supported
  - HB504 Payroll Tax To Pay Off Workers' Compensation Old Fund, Opposed
  - HB517 Early Retirement Incentive under PERS, Monitored
  - SB289 Constitutional Cap of 4% For a Sales Tax, Monitored
  - SB235 4% General Sales Tax Referendum, Monitored
  - SB100 Clarification of Designated Smoking Areas, Monitored
  - SB213 Requiring Designated Smoking Areas, Monitored
  - HB198 Pay Plan, Monitored
  - HB605 Pay Plan, Monitored
  - HB553 Allow 25 Year Retirement from PERS, Monitored
  - SB335 Mandate Reductions in Agency Administrative Personnel, Monitored
  - HB406 Parental Leave
- Assisted Legislator with the drafting sponsored a "State Employee Impact" Brown Bag series to wrap-up legislative issues. Topics included:
  - Tax Reform Referendum
  - State Employee Protection Act
  - Early Retirement Incentive
  - Workers' Compensation Fund Status
  - State Employee Pay Plan
  - State Employee Benefits
  - Federal Family and Medical Leave Act
- Formed an ad hoc committee to work on "Take Our Daughters to Work."
- Committed to implementing this program in the 1994 school year.
- Investigated the feasibility of an Alternative Careers Fair.
- Sponsored a Suit Yourself Training Series (7 classes).
- Updated the ICCW Historical Review (1986 to 1993).
- Promoted state employee participation in Natural Transportation Week and alternative transportation "Find Another Way Committee."
- Completed Employee Profile Summary and distributed to each agency Director.
- Representative served on State Employee Group Benefits Advisory Council.
- Implemented Total Quality Management process to improve ICCW vision and goal setting.
- Amended ICCW By-Laws.
- Met with Employee Assistance Program representatives and distributed fact-sheet/survey to state employees.
- Sponsored City Commission Candidate forum.

## **1994**

- Provided comments on the Department of Administration's EEC/Affirmative Action Plan, Alternative Work Schedules, Leave of Absence Without Pay, Sick Leave, and Grievance policies. Also reviewed an EEC/Affirmative Action Plan from the Governor's Office.
- Cosponsored a School Board Candidates forum.
- Sponsored the Take Our Daughters To Work Program on 4/28, 1994. 50 female freshmen high school students were "matched" with 50 female state employees in Helena.
- ICCW information packets were reviewed and distributed.
- Donated seven books, relating to women's issues in the workplace, to the State Library.
- Completed a "Suit Yourself Series How To Manual" to guide future members in planning the Suit Yourself training series.
- Distributed a survey to state employees to assess training needs for the Suit Yourself series.
- Conducted a new member orientation session.
- Collected holiday donations for needy families contacted through the Career Training Institute.
- ICCW became a member of the Breast and Cervical Cancer Coalition.
- Gave a presentation on ICCW, and specifically, sexual harassment to an Office Procedures class at the Helena College of Technology.
- Members served as representatives on the Employee Benefits Advisory Council and the Childcare Advisory Council.
- Sponsored four Brown Bag series on career building topics, two on finance related topics, and five on loans.
- Sponsored a Suit Yourself series (8 classes).
- Implemented Scholarship Program to encourage member attendance at classes pertinent to ICCW's goals.
- Compiled a "How To" Manual for conducting Brown Bags.
- Mailed lists of board and commissioner vacancies to women's organizations.
- EEC Subcommittee reviewed sexual harassment issue.

## **1995**

- Wrote and distributed a Sexual Harassment brochure to all state employees. Provided camera ready copies to all personnel officers and to Professional Development Center for training new employees.
- Mailed lists of board and commission vacancies to women's organizations.
- Reviewed and monitored legislation on personnel issues. Testified on victims' legislation HB 69; organized and filmed a Legislative Wrap-Up session with Governor Racicot and Mark Cress speaking on reorganization and the pay plan.
- Drafted and distributed a Day Care survey to state employees.

- Representative served on State Employee Benefits Advisory Council to represent the needs of women and families.
- Sponsored a Suit Yourself Training Series. Topics included:
  - Righting Your Writing
  - Negotiation Skills
  - Managing Conflict
  - Humor in the Workplace
  - Managing Change
  - The Basics of SBAS
- Sponsored Brown Bag sessions. Topics included: Reorganization of the Department of Health & Environmental Sciences, Department of Natural Resources and Conservation, and Department of State Lands into new Department of Environmental Quality, Department of Natural Resources and Conservation, and Department of Public Health and Human Services; and Four Options for Relocating State Offices.
- Organized a successful Take Our Daughters to Work day of mentoring between women state employees and high school girls from Helena.
- Collected holiday donations for the Friendship Center.

## 1996

- Mailed lists of board and commission vacancies to women's organizations.
- Reviewed 1995 EEC Employee Profile and drafted a summary report comparing 1993 and 1995 male and female average pay by EEC category and grade.
- Conducted survey of EEC Officers on sexual harassment training within each agency.
- Compiled results of Day Care survey and drafted Day Care and Elder Care report.
- Representative served on State Employee Benefits Advisory Council to represent the needs of women and families.
- Cosponsored event with the Department of Military Affairs and the federal women's group to honor Montana women who served in the military.
- Sponsored training in Self-Defense, Managing Stress, Righting Your Writing, Achieving Administrative Assistant Excellence, Win/Win Communications, The Basics of SBAS, and computer training with The Computer School.
- Sponsored Brown Bag sessions. Topics included: Return to Learn (Secondary Education, Financial Aid and Enrollment) and the Internet.
- Organized a successful Take Our Daughters to Work day of mentoring between women state employees and high school girls from Helena.
- Donated printing costs to publish 'Preventing Violence in the Workplace: Reference Packet for Agencies' created by PDC and the Task Force on Violence in the Workplace. Distributed to all agency Directors and Personnel Officers.
- Representatives served on Personnel Policy Task Forces within new (reorganized) Departments.

- Collected holiday donations for the Friendship Center.

## **1997**

- Governor Marc Racicot signed a new Executive Order.
- By-Laws were reviewed and changed membership from one year beginning in May to one or two year terms beginning in September.
- Mailed lists of board and commission vacancies to women's organizations.
- Reviewed and monitored legislation on personnel issues:
  - HB 74 Travel, lodging, meal reimbursement
  - HB 299 and 300 Prohibiting preferential treatments base on race or sex
  - HB 410 Veteran's Preference Law revisions
  - HB 482 Prohibiting the term "Squaw" for public areas and features
  - Monitored new pay and classification plan
- Presented final report with Recommendations for Day Care and Elder Care to Governor Racicot. Governor Racicot appointed Lieutenant Governor Judy Martz to work with ICCW on day care.
- Developing an ICCW web page on the Internet to post meeting minutes, training sessions, etc.
- Representative served on State Employee Benefits Advisory Council to represent the needs of women and families.
- Representative served on the Board of Directors of Child Care Partnerships.
- Sponsored trainings in Introductory SBAS, Coping With the Angry Public, Charting Your Career, and computer training with The Computer School.
- Sponsored Brown Bag session on 1997 Legislative Wrap-Up.
- Organized a successful Take Our Daughters to Work day of mentoring between women state employees and middle school girls and boys from the Helena area.
- Established Mentoring/Networking Subcommittee to foster career development of women in state government by means of communication and education.
- Collected holiday donations for needy families contacted through the Career Training Institute.

## **1998**

- Representative served on State Employee Benefits Advisory Council to represent the needs of women and families.
- Held first event for state government networking group which included a luncheon and training on communications.
- Organized a successful Take Our Daughters to Work day.
- Issued a Request For Information for a state government daycare site.
- Established Communications Subcommittee to focus on educating state government workers on ICCW activities and projects.

- Collected holiday donations for needy families contacted through the Career Training Institute.
- Completed work on the creation of an ICCW web page.

## **1999**

- Recognized three Montanans during the first annual Breaking the Glass Ceiling Award.
- Sponsored a networking luncheon where individuals learned about key legislation from local legislators.
- Reviewed and monitored legislation. Testified on legislation related to veteran preference, weapons in public buildings and state government daycare funds. Instrumental in passage of amendment to House Bill 2 that allowed the Department of Administration to pay funds to Ray Bjork School for space for a state government daycare.
- Sponsored trainings:
  - Full-Power! Verbal Self-Defense
  - Women's Health
  - Return to Learn
  - Women and Money
- Participated in the Celebration of Women Day.
- Sponsored two brownbag sessions from the Mentoring Video Training Series. Sessions
- Included Empowerment and Women, and Achieving Balance in Your Life.
- Conducted a survey on agencies' policies related to job sharing and flextime.
- Representative served on State Employee Benefits Advisory Council to represent the needs of women and families.
- Governor Marc Racicot signed a new Executive Order.

## **2000**

- ICCW Chair participated in the Women Executives in State Government (WESG) National Excellence in Leadership Awards Luncheon giving introductory remarks about national award winner from Montana. (Recipient was a 1999 Breaking the Glass Ceiling recipient and nominated by ICCW for national award.)
- Sponsored trainings on:
  - Ergonomics
  - Return to Learn
  - Nontraditional careers
- Conducted brownbag training on nontraditional careers.
- Selected and recognized three Montanans for Excellence in Leadership Awards 2000 (formerly Breaking the Glass Ceiling Awards). Nominated award recipients for national Excellence in Leadership Awards.
- Representative served on State Employee Group Benefits Advisory Council to represent the needs of women and families.

- Representative served on the Employee Investment Advisory Council.
- Coordinated efforts to assist the Department of Administration in developing and awarding a day care contract. Assisted in efforts to build awareness on the state government day care which opened September 5, 2000. Participated in an open house for Kids in Motion II Day Care.
- Cosponsored a Gubernatorial Candidate Forum on Women's Issues with the Helena League of Women's Voters.
- Conducted a survey on agencies' policies related to telecommuting.
- Collected holiday donations for families selected through the Career Training Institute.

## **2001**

- Celebrated the opening of the state daycare and continued to monitor funding and progress of the daycare.
- Representative served on State Employee Group Benefits Advisory Council to represent the needs of women and families.
- Representative served on Employee Investment Advisory Council.
- Sponsored a Behavior Based Interview training seminar.
- Collected holiday donations for two families selected through the Career Training Institute.
- Reviewed and monitored legislative activity on:
  - HB 2 General Appropriations Act
  - HB 13 State Pay Plan
  - HB 85 Remove antidiscrimination provision for vehicle insurance
  - HB 100 Revise process for classification appeals for state jobs
  - HB 133 Allow employee to roll over sick leave to spouse who is employee
  - HB 202 Revise law on public employees carrying concealed weapons
  - HB 355 Require insurance to cover contraception
  - SB 27 Allow property and casualty insurance discounts based on marital status
  - SB 51 Public employee qualified health care expense accounts
  - SB 118 Increase minimum wage by \$.50 each fiscal year
  - SB 445 Reorganize Department of Commerce
- Recognized three Montanans for Excellence in Leadership Awards 2001 (Sponsored by KPMG).

## **2002**

- ICCW Vice Chair participated in the WESG National Excellence in Leadership Awards Luncheon giving introductory remarks about the Montana recipient who was a 2001 Montana Excellence in Leadership Award winner.
- Representative served on State Employee Group Benefits Advisory Council to represent the needs of women and families.

- Representative served on the Employee Investment Advisory Council.
- Collected and delivered holiday donations for two families selected through the Career Training Institute.
- Recognized three Montanans for Excellence in Leadership Awards 2002 (Sponsored by KPMG and TRW.)
- Completed Succession Planning Survey and the final report and recommendations were presented to the ICCW Chair.

## **2003**

- Representative served on State Employee Group Benefits Advisory Council.
- Collected & distributed for Adopt a Family program through Career Training Institute.
- Recognized two Montanans for Excellence in Leadership Awards 2003 sponsored by Blue Cross of Montana, Bearing Point, Inc., and Corporate Air.
- Completed Pay Discrepancy Report and presented to the Governor and all Department Heads.
- Cosponsored Gubernatorial Debate with PBS which was broadcast statewide on public television and radio.
- Sponsored a Meet & Greet of statewide candidates.
- Sponsored Voter Registration booths at Alive 5, Governor's Health, Fitness, and Safety Expo, the Governor's Cup race, and the Meet & Greet.
- Sponsored Brown Bag training sessions concerning: Fitness & Nutrition; Finance & Budgeting; Safety in the Water and Outdoors
- Designed & marketed fleece vests & shirts with ICCW logo.
- Designed & distributed membership nametags with ICCW logo.

## **2004**

- Produced and printed a general information pamphlet for distribution at ICCW hosted and sponsored events and to display with ICCW logo board.
- Provided a LAWS link on the ICCW website to allow state employees to track legislation affecting them.
- Amended by-laws creating position descriptions for officers to ensure consistent transitions from year to year.
- Began evaluation of state subsidized daycare, and is it meeting its initial goals and needs of employees.
- Monthly brown bag lunches featuring topics to help state employees succeed and advance in their jobs.
- Collaborated with several community groups in hosting a United Nations Day celebration in the Rotunda.
- Sponsored a Meet & Greet for Agency Directors and Legislators.
- Sponsored a Career Training Institute Christmas gift program.

- Promoted ICCW with the sale of ICCW clothing, monthly email updates, and display of the logo board at different agencies.
- Hosted the seventh annual Excellence in Leadership Awards.

## 2005

- Increased state government and Montana awareness of what ICCW provides through:
  - branding
  - outstanding and informative speakers at monthly meetings
  - monthly email updates
  - monthly brown bag lunches
  - display of the logo board
  - sale of ICCW clothing
  - collaborating with several community groups to host a United Nations Day celebration in the Capitol Rotunda
  - the National Businesswomen's Leadership Association video loan program
  - sponsoring a Meet and Greet for Agency Directors and Legislators
  - hosting the seventh annual Excellence in Leadership Awards
- Made ICCW more of a committee for *all* state employees by instituting a statewide video loan program for government workers. The videos are produced by the National Businesswomen's Leadership Association and cover:
  - Powerful Communication Skills for Women
  - How to Manage Anger and Handle Conflict
  - Achieve Balance in Your Life; Self Confidence and Peak Performance
  - Self Empowerment for Women
- Shifted brown bag lunch topics away from the Wellness Program and toward topics to help state employees succeed and advance in their jobs. Posted photos from brown bags on ICCW website.
- Set up a link on the ICCW website to a LAWS profile to allow state employees to conveniently track legislation that affected them.
- Produced a general information pamphlet to distribute at ICCW hosted and sponsored events, and to display with the logo board.
- Amended By-Laws and created officer position descriptions to ensure smooth, regular operating from year to year, and to ensure productive and consistent transitions between officers.
- Began the process of evaluating the status quo of the state subsidized daycare, and whether it is meeting its initial goals and current needs of state employees.



## **2006**

- Planned, secured sponsorship for, and held successful eighth annual Excellence in Leadership Awards with Lieutenant Governor John Bohlinger honoring three winners and ten nominees from across Montana.
- Improved statewide awareness of ICCW and inquiries from out of Helena state employees through expanded marketing of monthly Brown Bag Lunches and other ICCW events and increased distribution of monthly email updates.
- Provided tools for professional advancement and strengthened ICCW's reputation through monthly Brown Bag Lunches on timely and functional topics such as behavioral interviewing and self-promotion.
- Collected ready to wear professional clothing to donate to the Career Training Institute in Helena.
- Updated harassment brochure for 12,000 copy print run and distribution to employees across the state; will also be available in PDF format for website and email distribution. ICCW provided half of the printing costs.
- Successfully solicited a wage analysis report from the Research and Analysis Bureau of the Department of Labor and Industry with data from the Department of Administration. This report will be followed by a utilization analysis.
- Increased awareness of state leased daycare and statewide child care resources through website content and information in new employee packets.
- Produced report of state employee daycare needs through MINE site survey of all state employees.
- Promoted employment advancement and enhancement through always in demand professional skills video loan program. Voted to expand library with versatile CDs, to be available for 2006-2007 season.
- Placed an ICCW representative on the PERB Employee Investment Advisory Council (EIAC) and maintained ICCW representation on the State Employee Group Benefits Advisory Council (SEGBAC).
- Redesigned the ICCW website for better navigation and increased usefulness.
- Awarded a scholarship to an ICCW representative to participate in a Professional Development Workshop with a national speaker.

## **2007**

- Planned, secured sponsorship for, and held successful ninth annual Excellence in Leadership Awards with Lieutenant Governor John Bohlinger honoring three winners and fourteen nominees from across Montana.
- Honored the Charter Members to celebrate the 30 year anniversary of the founding of ICCW by Governor Thomas Judge in 1977 in conjunction with the Excellence in Leadership Awards. Founding member Joan Duncan addressed the audience.

- Developed a 4-page color newsletter, Free Speech, to increase awareness of ICCW activities, celebrate the successes of women, and promote programs that support our mission.
- Revised the by-laws of ICCW to encourage more participation of State agencies by increasing the members per agency based on the size of the agency. Clarified the by-laws regarding the responsibilities and voting abilities of the officers, accounting procedures, and attendance and participation.
- Researched and retrieved the original survey and respondents' data from the 1977 Women's Attitudes toward Work with the intention of circulating another survey in 2007-2008.
- Developed a mentoring program between ICCW members and residents of the Florence Crittenton Home regarding life issues.
- Increased the lending library with DVD's
- Provided monthly Brown Bag Lunches on timely and functional topics.
- Added several links to the ICCW website which are of interest to women and the community.
- Awarded two scholarships to ICCW representatives to participate in the Montana Federation of Business and Professional Women state convention and workshop.
- Researched and worked in partnership with the Health Care and Benefits Division to help make employees aware of preventative health programs provided through the state Wellness Program.
- Monitored bills pertinent to state workers and women from the 2007 legislative session and sent email updates to members.
- Provided state employees massage therapy in the ICCW booth at the Women's Health fair held in May.
- Partnered with the Race for the Cure Committee to register state employees for the annual Race for the Cure. Assisted assembling bags to be dispersed at the race.
- Partnered with the Governor's office in encouraging workers to participate in the fifth celebration of Take Our Daughters and Sons to Work in April.
- Partnered with members of MomsRising organization to sponsor a free showing of the Motherhood Manifesto at the Myrna Loy in March. The MomsRising organization addresses issues important to families and women.
- Participated and encouraged state employees in Big Brothers & Big Sisters with a bowling team in the Bowl for Kids' Sake fundraiser. Encouraged state employees register and participated in Big Brothers & Big Sisters Bowl for Kids' Sake fundraiser with a Committee bowling team.
- Collected food for Food Share to be distributed to families for Thanksgiving.
- Collected Toys for Tots to be distributed to children by the Marines for Christmas.

## 2008

- Continued the 4-page color newsletter, Free Speech, to increase awareness of ICCW activities, celebrate the successes of women, and promote programs that support our mission.
- Updated ICCW's website to encourage state employees outside of Helena to become involved and to help educate state employees that ICCW exists for their benefit. The subcommittee realized that in order to touch other state employees, we needed to be a viable resource through our web site.
- Collected food for Food Share to be distributed to families for Thanksgiving.
- Researched and began development of an events guidelines and even worksheet.
- Participated and encouraged state employees in Big Brothers & Big Sisters with a bowling team in the Bowl for Kids' Sake fundraiser in January. ICCW formed their own bowling team and fun was had by all.
- Partnered with the Public Law Section of the State Bar of Montana to sponsor a bi-partisan Attorney General's Candidate Forum in February.
- Increased the lending library with the DVD: 12 Secrets to High Self Esteem.
- Initiated a mentoring program with the Friendship Center for Women.
- Monitored the Fair Pay Restoration Act and provide educational information about pay differences and measures to close the gap. Local education and advocacy was provided by MomsRising nationwide and MomCorps locally.
- Partnered with the Governor's office and the Department of Labor & Industry in encouraging workers to participate in the sixth celebration of Take Our Daughters and Sons to Work in April. The children enjoyed a free tour of the State Capitol and the Montana Historical Society. ICCW initially scheduled the DNRC Rolling River Exhibit, but, needed to cancel due to weather conditions.
- Partnered with the Race for the Cure Committee to electronically register state employees for the annual Race for the Cure in May. State employees established "Wear Pink Fridays" to encourage participation in the Race for the Cure.
- Planned and held successful bi-partisan 2008 Candidate Meet & Greet in May. All candidates running for Secretary of State, Superintendent of Public Instruction, Attorney General, State Auditor, and Supreme Court have been invited to attend, in addition to Helena-area Legislative, District Court, and Public Service Commission Candidates.
- Planned, secured sponsorship for, and held successful tenth annual Excellence in Leadership Awards with Lieutenant Governor John Bohlinger honoring three winners and six nominees from across Montana. State Government: Randi M. Hood, Chief Public Defender, Office of the State Public Defender, Butte; Private Sector: Barbara Burton, Executive Director, Florence Crittenton Home, Helena; Public Sector: Susan Briggs, Vice Chancellor for Administration & Finance, University of Montana-Western, Dillon. Nominees were: State Government: Kathy Seacat,

Administrator, Central Management Division, Department of Agriculture, Helena ; Karyl Tobel, Section Manager, Business Resources, Department of Commerce, Helena; Kathy Van Hook, Constituent Services Director, Office of the Governor, Helena; Connie Welsh, Administrator, Health Care & Benefits Division, Department of Administration, Helena; and Harold Wentland, Wildlife Manager-Region 6, Montana Fish, Wildlife & Parks, Glasgow. Private Sector: Jan Martin, Vice President of Valley Bank, Governor of Northwest Region for Soroptimist International, Helena; Kathleen W. Sampson, Office of the Vice President-Shareholder, Employee Benefit Resources, Helena; and Geri Wyant, Chief Financial Officer, A.W.A.R.E., Inc., Anaconda.

- Provided a "Financial Wellness" Brown Bag Lunch by Karleen Hanson of Rocky Mountain Credit Union in June.
- Researched how other states handled exercise classes for their employees; compiled statistics; held discussions regarding legal issues; and prepared a letter to the Governor asking for support to develop exercise classes and massage therapists on state property.
- Began development of an internet based survey mirroring the original survey from the 1977 survey regarding Women's Attitudes toward Work with the intention of circulating the survey in 2008 - 2009.
- Began researching for online (free) educational training opportunities and began working with DOA Professional Development Center to share educational resources with ICCW members and state employees.
- Began discussions regarding the possibility of accommodations for long-distance, outside-of-Helena state employees in ICCW business. Ideas included teleconference via distance technology to allow state employees participate, if their department director agrees. This could begin as a pilot experiment with one member, for instance, with approval by the Governor.
- Continued to initiate a mentoring program with the Florence Crittenton Home.